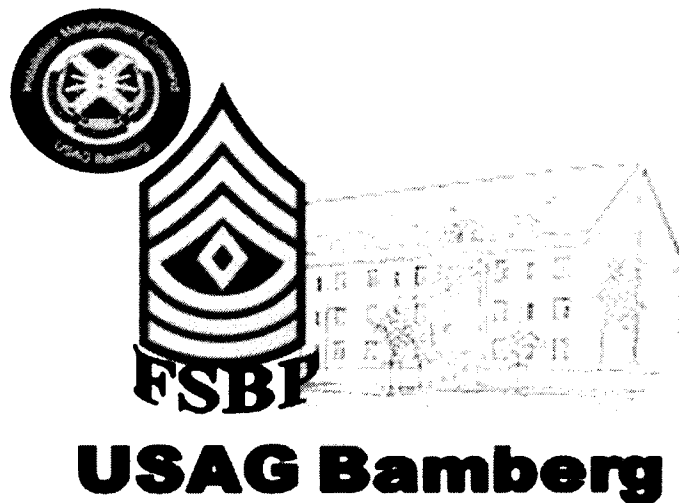# First Sergeant's Barracks Program (FSBP)

0 9. AUG. 2010

Key Control

Standard Operating Procedures (SOP)

1. REFERENCES.

a. AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive), 30 Sep 93.

b. AR 735-5, Policies and Procedures for Property Accountability, 28 Feb 05.

c. IMCOM Europe Region FSBI SOP.

2. PURPOSE.
Establish responsibilities and procedures for Single Soldier Housing/First Sergeant's Barracks Initiative key control.

3. RESPONSIBILITIES.

a. Unit Commanders/First Sergeants (if applicable).

(1) Assumes responsibility for Key Control of Unit's Administrative Area, NBC room, Arms Room, and Transient Room(s) located in Single Soldier Housing buildings.

(2) Appoints on orders, using memorandum format, a Key Control Officer (KCO) and alternate to act on his behalf on key control matters for above listed areas.

(3) Assumes responsibility for Master Key for their assigned barracks building.

b. Key Control Officer (KCO)

(1) Establishes and monitors the key control program for the Unit's administrative area, NBC room, and arms room.

(2) Signs for all keys within the Unit's responsibility, except for Single Soldier Housing.

(3) Issues keys by serial number to the Key Custodians using DA Form 2062.

(4) Inventories spare keys semiannually using DA Forms 5513-R.

(5) Ensures the initiation of appropriate actions (statement of charges, FLIPL) for reimbursement to the government for keys that are lost or damaged through negligence.

(6) Ensures familiarity with applicable regulations which pertain to locks and keys and this SOP.

(7) Conducts and records inspections of administrative areas, arms room, NBC room, and transient room(s) keys quarterly. An informal memorandum will be used to document inspection results. The memorandum will be maintained for 3 years.

(8) Appoints Key Control Custodians (KCC) and alternates for all required areas using memorandum format. Social security numbers will not be placed on the memorandum.

c. Housing Manager.

(1) Assumes responsibility for key control of Single Soldier Housing (SSH) in accordance with the SSH program.

(2) Appoints on orders, using memorandum format (see Appendix A), a Key Control Officer (KCO) and alternate to act in his behalf on all key control matters.

(3) Maintains a current roster (see Appendix B) signed by the Housing Manager of all appointed KCO(s) and alternate(s) as well as key custodians who are authorized unaccompanied access to the key control area/room. The memorandum/roster will be posted in a prominent place within the key control room.

d. SSH Key Control Officer (KCO).

(1) Establishes and monitors the key control program for the SSH program. This includes all buildings, key boxes and electronic KeyTrak system utilized for the SSH.

(2) Signs for all keys and locks within his/her responsibility.

(3) Ensures there are spare keys to each key issued and that they are properly maintained and secured by the key custodians.

(4) Ensures that appropriate action, i.e. statement of charges, FLIPL, are initiated for reimbursement to the Government for keys that are lost or damaged through negligence.

e. SSH Key Control Custodian (KCC)

(1) Maintains all forms and records required for key control.

(2) Coordinates with the DPW lock shop for the replacement of broken, defective, or compromised locks.

(3) Ensures that adequate control of all keys is accomplished as directed by the Chief Housing Division, SSH KCO and this SOP.

(4) Conducts a key inventory every 6 months of all the keys using the Report Tool in the electronic KeyTrak indicating they have inventoried 100 percent of all the keys. The Key Control Officer will inspect for compliance.

(5) Ensures keys not issued for personal retention are not removed from the inventory unless directed by the Key Control Officer or Chief, Housing Division. Keys that are personally retained will be inventoried monthly with results recorded on DA 5513-R.

(6) Ensures that key depositories are kept locked at all times when keys are not being issued, returned, or inventoried. Key box will be secured to wall.

(7) Ensures that keys are not marked in any manner which will assist an unauthorized individual in matching a key that was lost, stolen, or misplaced to the lock. Building codes will be used on all Key Card/SAFLOK master keys. Hard keys will have internal control numbers, not building/room numbers, inscribed.

4. DA FORM 5513-R, KEY CONTROL REGISTER AND INVENTORY.

a. This form must be used for key control and inventory as official record. It should be used for semi-annual inventories and is maintained in the key depository.

b. Keys signed out to residents, in-house workforce, and authorized contractors must be logged into a key control register. The key control register will, as a minimum, contain the following information:

(1) Issuance of a key

- Identification of the key (building and room number)
- Date and time of issuance
- Printed name, rank, unit or shop
- Signature of key recipient

(2) Return of a key

- Initials of individual receiving the returned key
- Date and time of return

c. The MP station, which has access to the key control office in building 7123, is authorized to sign out keys from the emergency key cabinets without having to be controlled by key control custodian or alternates, but must sign into the key control register.

d. The individual Soldier will sign for the keys on the inventory and condition report at the time of in-check inspection.

5. INVENTORIES.

a. DA Form 5513-R, annotated "FOR INVENTORY ONLY", should be used as an overall management tool for control of keys. Each KCC will record all keys issued to him on this form. This form will serve as the record to be used for key control and inventory. This form will have the serial number, location of lock and the number of keys maintained and will be used for semi-annual inventories and be maintained in the key depository.

b. A second DA Form 5513-R, annotated "ISSUE ONLY" should be used to record the serial numbers of all keys issued by the KCC. The number for the block where the serial number is recorded will be used to identify the key when issuing or receiving the key from the key depository. This form should be retained in the key depository to preclude unauthorized personnel from gaining access to it. Form DA 5513-R should be used as a receipt to issue keys on a temporary basis (LESS THAN 30 DAYS). It should also be used for the transfer of custody of the keys between the KCC and his alternate(s). This form will be maintained 90 days after the last entry and then destroyed.

c. All keys will be inventoried every 6 months. The Key Control Custodian will conduct the inventory; the Key Control Officer will inspect for compliance.

d. All inventories should be recorded on the DA Form 5513-R and signed certifying that the signing individual actually conducted a 100 percent inventory and all keys were accounted for.

e. The COR/QAE will check the KeyTrak system that the contracted SSH team utilizes to maintain key control. All keys going in or taken out of the system are automatically logged.

6. KEY DEPOSIT.

a. Location of spare and emergency keys: Building 7123, room 144.

b. Spare keys for SSH will be kept in a key depository cabinet, affixed to the wall, which will be secured when not in use and after duty hours. The keys for the depository cabinets are kept by the KCC.

c. Emergency keys will be kept in a steel key cabinet, which must be secured when not in use. Keys for the emergency key cabinet are kept by the Key Control Officer, and a copy is provided to the Military Police Station.

7. REPRODUCTION.

a. US Government keys are not authorized to be reproduced commercially.

b. Damaged or lost hard keys will be reported to the SSH KCC, DSN 469-7981, who will then submit a service request thru DPW for a replacement of the key or the exchange of the lock.

c. If a Key Card is lost or malfunctioning, the soldier notifies the SSH KCC and/or the designated Master Key Card Holder for the Unit. The SSH KCC calls the DPW Work Reception to request for a replacement, providing the total number of Key Cards required for the room (i.e. all Key Cards for that room must be replaced). Until the new Key Card(s) are completed, the Soldier will have to gain access to the room by use of the Master Key Card that the Unit Commander/1SG has responsibility for. Regular duration for obtaining new Key Cards is one (1) day.

d. Refer to FSBP SOP Barracks Management, paragraph 16, for additional information on lock-out, damaged, or lost key procedures.

8. INFORMATION ON KEY CARDS.

a. Individual Key Cards: Held by the occupant of the room. Individual Key Cards are programmed to expire after 12 months. A yellow colored light will provide notification that the key card is within the 7-day window preceding expiration. This typically occurs in the entire building. The exchange for all cards is coordinated between the unit 1SG or his/her representative, the SSH KCC and the DPW Work Reception.

b. Master Key Cards: Master Key Cards for each floor is held by designated personnel within the Tactical Unit. Key Cards are programmed to expire after 15 months. The holders of the Master Key Cards are responsible for tracking the expiration date of their cards and obtaining replacement cards before this date. Master Key Cards are programmed by floor. One Master Key Card programmed by building will be provided to the Fire and Emergency Services Division.

c. Key Card Use & Care.

(1) Users should not tamper with or puncture the magnetic strip on the cards. Key cards must be kept separate from cell phones, not be placed on top of a television, or any other object that may demagnetize the card.

(2) When a system lock is functioning properly, a green light will illuminate. A red colored light indicates an incorrect key card, a malfunctioning key card, or a malfunctioning lock. A yellow colored light will provide notification that the key card is within 7 days of expiration. SSH office provides Keycard Entry System Light Display information and explanation to each individual Soldier assigned to a building with keycard system.

(3) Door handles must be in proper alignment when accessing the lock mechanism. Ensure no items are hanging from the inside door handle. If the inside door handle is not in proper alignment, the lock will not function correctly when accessing it with a key card. There have been occasions when laundry bags or plastic trash bags hung from the door handle; this will cause a lock to malfunction when attempting to access.

d. Lock Malfunction

(1) During regular duty hours: When a lock is malfunctioning, either a red or amber light will blink or no light will come on when trying to access the door. Soldiers must notify the SSH key custodian who will attempt to access the door with the spare individual Room Key Card or the Floor Master Key Card. This will assist in determining if the Individual Key Card is bad or if the lock is actually malfunctioning. If the Master Key Card works but the Individual Key Card doesn't, then the lock is functioning properly. The SSH key custodian will then submit a request for the Individual Key Card replacement. If the Master Key Card does not work, the SSH key custodian must submit a service request to have the locking mechanism repaired.

(2) After regular duty hours: The DPW Work Reception phone number (DSN 469-5000) is forwarded to the Fire & Emergency Service and works 24 hours a day or Emergency Services can be called directly at DSN 469-115 to have an on-call locksmith repair the lock.

    e. System Lock Functions.

(1) A computer always monitors the locks. The computer maintains the last 100 accesses and access attempts and records the date, time and key card serial number used. This includes any key card used including Master Key Cards.

(2) When a key card is lost, a replacement is easily acquired. The replacement key renders the lost key (and all other previous keys) for that locking device useless. This means the lock itself does not have to be replaced.

(3) Locks are programmed by floor to assist in tailoring specific uses of a Master Key within a facility. This will be utilized when there are multiple Units occupying the facility; this will allow access via the programmed Master Card by a Tactical Unit to only the rooms assigned to their personnel.

(4) Specific Key Card programming can be performed as an option to a user's key control/physical security system. For example:

[a] Specific doors can be programmed out of the Master Key Card accessibility.

[b] Key Cards can be programmed so that the door is always in the open position until the key card is used again. This can prevent locking the key card in the room, which is a common occurrence. To put the door lock in the locked position, just use the key card a second time.

DAVID A. THOMPSON
Director of Public Works

APPENDIX A-1, Duty Appointment - KCO

Office Symbol   Date

MEMORANDUM FOR RECORD

SUBJECT: Duty Appointment for (*Primary or Alternate*) Single Soldier Housing (SSH) Key Control Officer

1. EFFECTIVE: (*date, grade, name*) is appointed as the (*Primary or Alternate*) Key Control Officer for the USAG Bamberg Housing Division, UPH Branch, SSH Key Control Room for the following building(s):

7001	7002	7003	7004	7005	7041
7043	7044	7045	7046	7048	7049
7051	7052	7079	7081	7082	7083
7084	7090				

2. AUTHORITY: AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive), Appendix D, 30 Sep 93.

3. PURPOSE: Assure proper control, accountability, and handling of keys and locks for the buildings identified above.

4. PERIOD: Until officially relieved or released from this appointment.

5. SPECIAL INSTRUCTIONS: Become familiar with the key-control provisions of AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive), Appendix D, 30 Sep 93, and this SOP.

6. POC: (*RANK OR GRADE AND NAME OF UPH Manager*), DSN (*telephone number*), (*cell number*).

TYPED NAME
Chief, Housing Division
USAG Bamberg

DISTRIBUTION:

1. Individual concerned
2. SSH Admin Files

APPENDIX A-2, SSH Key Control Area/Room Unaccompanied Access Roster

Office Symbol   Date

MEMORANDUM FOR RECORD

SUBJECT: Single Soldier Housing (SSH) Key Control Area/Room Unaccompanied Access
Roster

1. The following individuals are authorized unaccompanied access to the SSH Key Control
Area/Room:

NAME	RANK	SSN/ID	DUTY ASSIGNMENT
SMITH, Snuffy	YA-01	XXX-XX-XXXX	Lead, FSBI Team 1/2/3/4
JONES, Paul	Contractor	XXX-XX-XXXX	FSBI Team 1/2/3/4

2. Inspecting officers and other visitors will not be allowed unaccompanied access to the SSH
Key Control Area/Room unless accompanied by one of the individuals above.

3. The POC is (*name, rank, phone number, UPH Manager*).

                                                      TYPED NAME
                                                      Chief, Housing Division
                                                      USAG Bamberg

DISTRIBUTION:
1. Individuals Concerned
2. SSH Admin Files